

**TRANSMITTAL SHEET FOR  
NOTICE OF INTENDED ACTION**

Control \_\_\_\_\_ Department or Agency Secretary of StateRule No. 820-2-2-12Rule Title: Processing Voter Registration Forms
☐ New ☒ Amend ☐ Repeal ☐ Adopt by Reference

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? Yes

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? Yes

Is there another, less restrictive method of regulation available that could adequately protect the public? No

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved and, if so, to what degree? No

Is the increase in cost, if any, more harmful to the public than the harm that might result from the absence of the proposed rule? No

Are all facets of the rulemaking process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? Yes

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Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

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**Certification of Authorized Official**

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Reference Service.

Signature of certifying officer J. N. Merrill

Date November 8, 2017

**REC'D & FILED**

**NOV 09 2017** (DATE FILED)  
(STAMP)

## Alabama Secretary of State

### NOTICE OF INTENDED ACTION

AGENCY NAME:

Office of the Secretary of State

RULE NO. & TITLE:

820-2-2-.12 Processing Voter Registration Forms

INTENDED ACTION:

Amend Rule

SUBSTANCE OF PROPOSED ACTION:

Provides for the secure and efficient processing of voter registration applications.

TIME, PLACE, MANNER OF PRESENTING VIEWS:

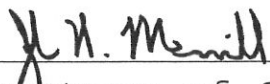
Views may be presented orally or in writing and should be addressed to Brent Beal, Office of the Secretary of State, P.O. Box 5616, Montgomery, AL 36130; (334) 353-7857.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:

January 4, 2018

CONTACT PERSON AT AGENCY:

Brent Beal, Office of the Secretary of State, State Capitol Suite E-201, 600 Dexter Avenue, Montgomery, AL 36130; (334) 353-7857.

  
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Secretary of State

820-2-2-.12 Processing Voter Registration Forms.

(1) Voter registration forms submitted at a voter registration agency pursuant to Section 17-4-60, paragraphs (b), (d), (e), and (f), Code of Ala. 1975, not later than the official close of registration shall be processed by the Boards of Registrars in the same manner as voter registration forms received by the Boards of Registrars not later than the official close of registration.

(2) Voter registration forms received through the mail pursuant to Section 17-4-60, paragraph (c), Code of Ala. 1975, and postmarked not later than the official close of registration shall be processed by the Boards of Registrars in the same manner as voter registration forms received by the Boards of Registrars not later than the official close of registration.

(3) Voter registration forms received through the mail pursuant to Section 17-4-60, paragraph (c), Code of Ala. 1975, not later than three (3) days after the official close of registration with no postmark or an unreadable postmark shall be processed in the same manner as voter registration forms received by the Boards of Registrars not later than the official close of registration.

(4)(a) When a voter registration form is received by the county board of registrars, the registrars shall examine the form to determine whether it has been completed in its entirety. If the form does not contain all of the information needed to complete the voter registration process, the registrars shall attempt to contact the applicant to inform such person that his or her voter registration form is incomplete if the application contains a means of contacting the applicant, such as an Chapter 820-2-2 Secretary of State Supp. 9/30/16 2-2-10 address, telephone number, email address, or other contact information.

(b)1. The minimum age at which a citizen may submit a voter registration form to the board of registrars ("board") is seventeen and one-half (17½) years. Any applications that are received before the applicant has reached the age of eighteen years shall be placed in the suspense file of the statewide voter registration system by the applicable board until the applicant has reached the age of eighteen years, at which time the applicant shall be placed in the active voter file if he or she meets all other eligibility requirements for voter

registration.

2. If a board of registrars ("board") receives a voter registration form from an applicant who is not seventeen and one-half (17½) years old at the time the application is received, the board shall reject the application, but the board shall keep the application as a permanent record. The board shall not enter the applicant in the suspense file of the statewide voter registration system. The board shall notify the applicant in writing that he or she has not attained the minimum age for processing the application and further notify the applicant that once the applicant has reached the minimum age of seventeen and one-half (17½) years, he or she may file a new voter registration application with the board. The applicant shall also be notified that after the submission of a new application upon attaining the age of at least 17 ½ years, his or her voter registration will become active once he or she has reached the age of eighteen years if he or she meets all other eligibility requirements for voter registration.

(5) In order to receive applications for registration and to expedite and administer the same:

(a) the county board of registrars office shall be open on their working days the same hours as the courthouse in their county,

(b) the county board of registrars office shall maintain at least one registrar in the office at all times during open hours,

(c) each registrar shall complete any additional training on cybersecurity as required by the Secretary of State.

Authors: Edward Packard, Jean Brown, Brent Beal, David Brewer, John Bennett, and Clay Helms.

Statutory Authority: Code of Ala. 1975, §§17-4-63; 17-3-1.

History: New Rule: Filed January 10, 2001; effective February 14, 2001. Amended: Filed November 6, 2014; effective December 11, 2014. Amended: Filed June 3, 2016; effective July 18, 2016.

Ed. Note: Formerly Rule 820-X-8-.12, as per certification filed January 10, 2001; effective February 14, 2001.

ECONOMIC IMPACT STATEMENT  
FOR APA RULE  
(Section 41-22-23(f))

Control No. \_\_\_\_\_ Department or Agency Secretary of State

Rule No: 820-2-2-.12

Rule Title: Processing Voter Registration

☐ New ☒ Amend ☐ Repeal ☐ Adopt by Reference

☒ This rule has no economic impact.

☐ This rule has an economic impact, as explained below:

1. NEED/EXPECTED BENEFIT OF RULE:

2. COSTS/BENEFITS OF RULE AND WHY RULE IS THE MOST EFFECTIVE, EFFICIENT, AND FEASIBLE MEANS FOR ALLOCATING RESOURCES AND ACHIEVING THE STATED PURPOSE:

3. EFFECT OF THIS RULE ON COMPETITION:

4. EFFECT OF THIS RULE ON COST-OF-LIVING AND DOING BUSINESS IN THE GEOGRAPHICAL AREA WHERE THE RULE IS TO BE IMPLEMENTED:

5. EFFECT OF THIS RULE ON EMPLOYMENT IN THE GEOGRAPHICAL AREA WHERE THE RULE IS TO BE IMPLEMENTED:
6. SOURCE OF REVENUE TO BE USED FOR IMPLEMENTING AND ENFORCING THIS RULE:
7. THE SHORT-TERM/LONG-TERM ECONOMIC IMPACT OF THIS RULE ON AFFECTED PERSONS, INCLUDING ANALYSIS OF PERSONS WHO WILL BEAR THE COSTS AND THOSE WHO WILL BENEFIT FROM THE RULE:
8. UNCERTAINTIES ASSOCIATED WITH THE ESTIMATED BENEFITS AND BURDENS OF THE RULE, INCLUDING QUALITATIVE/QUANTITATIVE BENEFITS AND BURDEN COMPARISON:
9. THE EFFECT OF THIS RULE ON THE ENVIRONMENT AND PUBLIC HEALTH:
10. DETRIMENTAL EFFECT ON THE ENVIRONMENT AND PUBLIC HEALTH IF THE RULE IS NOT IMPLEMENTED:

**\*\*Additional pages may be used if needed.**